

DEPARTMENT OF TRANSPORTATION
ADMINISTRATION
DIVISION OF PROCUREMENT AND CONTRACTS
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*Serious drought.
Help save water!*

[Date]

[Consultant's Contact Person, Title]

[Consultant's Name]

[Street Address]

[City, State Zip Code]

NOTICE OF RESULTS
REQUEST FOR QUALIFICATIONS NUMBER [##A####]

The Department of Transportation (Caltrans) Consultant Selection Committee (Panel) members used the evaluation criteria in forms ADM-2028a Enhanced, ADM-2028b Enhanced, and ADM-2028c Enhanced as the basis for the evaluation, scoring and ranking of consultants interviewed. Listed below is the final ranking of consultants that interviewed for Contract Number [##A####] for [Type and General Title of Services]:

1. [First ranked prime consultant]
2. [Second ranked prime consultant]
3. [Third ranked prime consultant]

The first-ranked consultant will be contacted by Caltrans Division of Procurement and Contracts (DPAC) to begin contract negotiations. If agreement cannot be reached with the first-ranked consultant, negotiations with that consultant will be terminated and negotiations will be undertaken with the next-ranked consultant. If agreement cannot be reached with the next-ranked consultant, negotiations will be undertaken with the next-ranked consultant, etc. When negotiations with a firm are terminated for failure to reach agreement, negotiations with that consultant will not be reopened for this contract.

Caltrans DPAC will need a copy of the financial documents listed on the appropriate Financial Documents Submittal Checklist available at: <http://www.dot.ca.gov/hq/dpac/enhancedprocessdocuments.htm>. Financial documents must be received no later than five working days prior to the cost negotiation meeting. Financial documents must be submitted in electronic format to the DPAC A&E Coordinator at [xxxxx.xxxxxx@dot.ca.gov]. Electronic files that do not meet the following submission requirements will be returned for correction:

1. Files MUST clearly identify the name of the [prime or sub name]-[contract #]-[column title of document per checklist]. Example: ABC-55A0333-Prev Wage Policy.
2. Files MUST NOT be password protected.

Notice of Results

[Addressee]

[Date]

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Once the contract is executed, you may request a debriefing. You will be notified by letter as to whom you may contact at that time.

Caltrans appreciates the interest shown by all consultants who submitted SOQs for consideration in this process.

Sincerely,

[Contract Analyst's Name]

DPAC A&E Contract Analyst